

Bulletin

University of Toronto

Friday February 27, 1976

No. 26 29th Year



A view of the multi-purpose recreation wing at Scarborough College just prior to the recent thaw.

Salary increases and net income

President John R. Evans made the following remarks concerning salary negotiations to the regular meeting of Governing Council, Feb. 26:

In its approach to the final financial arrangements for 1976-77 and towards the salary discussions with UTFA and UTSA, the administration has been guided by the following principles:

1. To comply with the Governing Council's directive that expenditure and revenue for the year 1976-77 should be in balance.

2. To avoid levels of salary increase which would significantly exceed, or fall significantly short of, the expected increase in the University's net income, which as you know will be approximately 10.4 percent.

Gibson denies union endorsement

Contrary to a report published in the *Bulletin* last week, many of the approximately 700 unionized staff in the Physical Plant Department are not "prepared to take a staggered two-week layoff without pay in order to avoid a staff reduction of approximately 120 people proposed by the Budget Committee," says Bob Gibson, chief union steward of Service Employees' International Union local 204.

Albert G. Hearn, president of

3. To avoid levels of salary increase which would precipitate the dismissal of staff for financial reasons, not only in 1976-77 but also in subsequent years.

4. To do what we can to pay fair and competitive salaries with-

out destroying the quality of the academic programs.

5. To preserve percentage equity between the academic and non-academic staff groups.

6. To base salary offers on what

the University can afford without

Continued on Page 7

Council passes budget

Concern that some means be found to alleviate the impact on the University's staff of necessary budgetary reductions was the dominant theme yesterday as the Governing Council approved the 1976-77 budget.

Several members expressed their concern that more than 100 staff positions in the Physical

Plant department might be terminated in order for the University to achieve a break-even budget.

"We have a moral obligation as a community to spread as far as possible the unfortunate effect of the government's funding policy across the entire staff of the University," said Prof. William Dunlop.

Continued on Page 7

the local and SEIU international vice-president for Canada, told the Business Affairs Committee on Feb. 16 that the union members are not "prepared to take a staggered two-week layoff without pay in order to avoid a staff reduction of approximately 120 people proposed by the Budget Committee," says Bob Gibson, chief union steward of Service Employees' International Union local 204.

Albert G. Hearn, president of

The chief union steward confirms that no poll of the membership was taken.

Gibson says that of the 120 jobs in jeopardy only some 35-40 are presently held by members of his local. SEIU local 204 represents animal technicians, service workers, patrolmen, grounds crew, parking attendants and cafeteria workers in Sir Daniel Wilson Residence and Whitney Hall. Presently, their salaries range from \$9,000 to \$11,000, he says.

Any proposals for saving jobs should be made and approved at a general meeting of the union local, Gibson says.

As for the statement by 20 staff whose salaries are over \$20,000, declaring their readiness "to take two percent less than we might receive to ensure that no maintenance people are dismissed" (see Forum, page 2), Gibson says he appreciates and applauds it.

Come home, tomes, wherever you are!

Robarts, Sigmund Samuel and Science and Medicine Libraries (including Engineering, Hygiene, and Pharmacy) as a Leap Year special have declared *Amnesty Week* for overdue books Sunday, Feb. 29 to Saturday, March 7.

No fines will be levied on any overdue books returned to any of the above libraries during *Amnesty Week*.

Please note, this offer will not be repeated.

'An erosion of quality'

In the following statement to the Governing Council at its regular meeting, Feb. 26, President John R. Evans commented on the distribution of operating grants to the Ontario universities for 1976-77:

I am greatly surprised and distressed by the recommendations of the Ontario Council on University Affairs on the distribution of operating grants — not only because of the unfavourable treatment of this University in 1976-77, but even more because of the implications for 1977-78 and thereafter.

When we learned in December that the global sum that the Province was making available for distribution was 14.4 percent higher than last year, we were gratified because the Ontario universities' relative priority for government support represented very fair treatment in a period of heavy economic pressures. From Toronto's point of view, although we did not know the distribution, it looked as if our very conservative budget predictions about 1976-77 revenue might have been too pessimistic.

Now we are faced with recommended funding mechanisms whose effect appears to be twofold: (1) to depress the quality of graduate work (besides freezing the quantity, which was desirable), and (2) to make financial survival dependent upon continued undergraduate growth. Each of these effects works against this University's objectives of containing growth and preserving excellence. The two, together with the freeze on federal research support, appear at this moment to preface an erosion of quality which strikes at the very roots of what this University has stood for.

I am not referring only to the fact that for 1976-77, with all that we have at stake, we are to receive the lowest proportional increase of any university in the Province. That is bad enough, but the signals of general stringency had already gone up and we were prepared for heavy budget cut-backs. The fact that the other universities have done so much better is somewhat galling, one must admit, but not strictly relevant.

The main concern is with the future. The freezing of graduate entitlements throughout the Province would in itself have been sufficient to control the quantity and to remove the temptation to expand graduate programs as a means of improving a university's financial position. In addition, however, the level of graduate funding has been held down to what appears to be a 6.8 percent increase; this can only be interpreted, in my opinion, as a deliberate down-grading of quality — an unequivocal signal that graduate work of high standard is no longer to receive even subsistence-level support. The "existing levels of service" (to quote the Government's funding objectives) will not only not be improved, they will not even be maintained.

At the undergraduate level, the "discounting" or underpayment of enrolment growth by one-third, as I have said, does not help this University very much. It does not raise the per-unit grant enough to check the deterioration in undergraduate programs in a steady-state institution. Furthermore, the somewhat greater discounting recommended for 1977-78 is committed only for that one year, and, with the future being conjectural, there will be no disincentive, nothing to dissuade any university from striving for growth if it can possibly do so in order to obtain some measure of financial flexibility.

Toronto could play that game: it is repugnant to consider going all-out for undergraduate growth at the undoubted cost of quality, but this is certainly the direction in which the OCUA recommendations point. Another possibility often mooted is the excision of some of our major program areas; but since it would not help our finances to eliminate those where revenues exceed expenditures, we would be left with a choice among the costly ones — Dentistry, Medicine, and, now, Graduate Studies. And the dilemma that is ours today will be shared before long by other older universities. Unless the provincial funding formula is structured and administered in a way that avoids penalizing institutions that attempt to maintain high quality without continuous growth, not only the University of Toronto but many of the other Ontario universities will be faced with some very unenviable choices.

Returning to our immediate situation, I feel strongly that we should make great efforts to implement at least some of our Supplementary Budget Plan because of the severity of the cut-backs that the original budget involves. The divisional budgets, if the Budget Committee's recommendations are approved by the Governing Council, can be put into effect at this time, and, indeed, it is urgently necessary to permit the Deans to begin the detailed work on them. The decisions on salaries and on the extent of implementation of the Supplementary Budget Plan will be placed before the Governing Council at its March meeting.

FORUM

Profs suggest strategy

To the Editor:

The provincial government's restrictions on spending for higher education have come in the wake of massive expansion promoted by the same government. The present situation allows that government to produce a divide and conquer situation. Groups are pitted against other groups in an unhealthy way as uneven and unpredictable limitations are put on all of us. In this situation only the powerful groups will gain; the spectre of unemployment hangs over the most vulnerable.

The report of the University of Toronto Budget Committee reflects this serious and destructive tendency. It recommends that 120 positions on the maintenance staff of 750 will be eliminated, including all night watchmen. Faced with government cutbacks, the budget committee recommended, nonetheless, that the salaries of academic staff at all levels be kept "competitive". We deplore the priorities these two propose to represent. A marginal increase to those of us earning much higher salaries cannot be so important as to justify the loss of employment by these persons.

We are convinced that these dismissals are unjust. We are not at all convinced that they are prudent. We are told that periodic preventive maintenance will be eliminated. It may be more exciting for our boom-bust psyches to move to "emergency" maintenance, but our children will pay for our short-sightedness. Care for our public material surroundings is surely as important as care for our private homes.

At the University of Toronto over 1300 employees receive over \$20,000. The 20 signatories to this letter are members of this group. We have signed this letter as a result of a brief and incomplete canvass of only a few departments in the University. None of us has taken a vow of poverty. Although we all would like a lower student/staff ratio, we are not ready to recommend the severe cuts in salary required to take the University in that direction. What does make sense to us is a willingness to take two percent less than we might receive to ensure that no maintenance people are dismissed and to keep our buildings in proper repair. We do not believe that the primary condition for academic excellence is high salaries. It seems ironic that just when we largely tenured faculty, are headed into unionization, we should be the beneficiaries of unjust dismissals and of withholding the power of lower-paid unionized and non-unionized workers. Although the faculty has limited power in the wider society, it does have substantial power in the University. The time has come to use it for establishing priorities based on prudence and justice.

Christian Bay, Norman Bell, James Eayrs, Andre Gamby, Gerald Helleiner, Hans Herzberger, Martin Klein, Jim Lenman, Robert Manzer, Kenneth McNaught, Jose Nunn, Crawford Pratt, Elliot Rose, Peter Russell, John Slater, Wayne Sumner, Martin Wall, Joseph Whitney, Bert Corben, Peter Brock.

Alumni invite award nominations

The University Community is invited to submit nominations for the second annual Alumni/Faculty Award presented by the University of Toronto Alumni Association to a member of the faculty "who has combined distinction in his/her discipline with service to the life of the University and to the Community". The first recipient of this award was Prof. Horace Krever.

The Selection Committee consists of a representative from the University of Toronto Alumni Association, a representative from the Faculty Association, a representative from the Students' Administrative Council, and a senior university administrator. The Committee is chaired by a member of the University of Toronto Alumni Association.

Nominations must be received by April 1, and should be sent to Mr. D.C. Appleton, Chairman, Alumni/Faculty Liaison Committee, Department of Alumni Affairs. The Award will be presented at a dinner in Hart House in the Fall of 1976.

Symposium on Yiddish literature

A symposium on "Yiddish Literature in America" will be held in the auditorium of the Medical Sciences Building on Sunday, Feb. 29, from 2 p.m.

Two professors from the Jewish Studies Program at McGill University, Prof. Joseph Shatzmiller, Jewish Studies Program, U of T, will act as chairman.



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This portrait of two old soldiers appears in the award winning program "Voices from the Ranks".

"Victorians" wins another award

"Voices from the Ranks", one of thirteen programs in the videotape series, "Victorians", produced by the U of T's Media Centre, has received a 1976 Ohio State Award. The annual Awards, the oldest program competition in broadcasting, recognize meritorious achievement in educational, informational and public affairs broadcasting. More than 500 program entries were submitted in

the 1976 competition, sponsored by Ohio State University.

Prof. Alan Thomas, Department of English (Scarborough College), and Bob Rodgers, Executive Producer (Media Centre), were co-creators of the series, which presented the flavour and tones of everyday life in Great Britain and its colonies during the reign of Queen Victoria. Both will attend the Award luncheon and presentation in Columbus, Ohio on March 2.

"Voices from the Ranks" describes the story of Britain's imperial expansion from the viewpoint of six common soldiers. Extensive use is made of accompanying visual material, including many authentic Victorian photographs gathered from British museums and archives. The half-hour episode was entered under the category of formal instruction for adult and general audience in metropolitan television.

The Award judges' citation says in part: "This entry gives evidence of having been painstakingly and laboriously designed and developed, with much sifting through numerous diaries for appropriate material and handpicking visual from great numbers of archival photographs and drawings."

The Ontario Education Authority has purchased non-exclusive Ontario rights for distribution and telecast. Other programs in the series have received Canadian Educational Showplace awards.

Red Cross needs you

Any time from 9 a.m. to 4 p.m., March 1-5, you can donate blood to the Red Cross again. The clinic will be held on the main floor of the Medical Sciences Building.

At the November clinic 1,300 units were collected - all but 75 from students. This time the goal is 2,000 units.

It is well to remember that every day 850 units of blood are needed in Metro Toronto. In 1975, the 1,482 operations performed required 9,058 units.

It is especially important that supplies of rare blood be maintained. If you have a rare type, you can donate it to the Red Cross Blood Transfusion Service where it will be frozen and ready should you require it during surgery.

Comparative Lit. seeks director

The Dean of the School of Graduate Studies has established a committee to recommend a director for the Graduate Programme in Comparative Literature. The new director's term will begin July 1, 1976.

The committee consists of Dean R. Spencer, Department of History; chairman; Dean R.H. Farquharson, Faculty of Arts and Science; Profs. H.G. Schogt, French Department; T.D. Langton, Department of Philosophy; M. Valdes, Graduate Programme in Comparative Literature; K. Feuer, Department of Slavic Languages and Literature; S.P. Rosenbaum, English Department; A. Saddemyer, Centre for the Study of Drama.

Any member of the committee would be pleased to receive recommendations.

University of Toronto Library Centre

Instant bibliographies

Let the computer help you browse through our collection by subject during the test period, March 1 - April 30.

New computer facilities in the Library now make it possible to scan for books on any subject while sitting in front of a terminal. Type in the call number for the desired subject and information will be displayed on a TV screen. The displayed information includes the author, title, edition, call number, publishing data, number of copies available, and the library which houses these volumes.

As each record is displayed on the screen you may want to copy down relevant information. On the other hand if there are many books on your topic you may wish to request a computer print-out which will be ready for pickup the next day.

During the test period, the Library will be testing its computer system; in addition, library users will be invited to make suggestions about the usefulness of "call number browsing".

You are free to test the system yourself by checking for instructions in the user manual located beside each terminal. Library staff are on hand to help you at any time.

Hands-on practice and bibliographies are available at the following libraries: John P. Robarts Library, Reference Department; Science and Medicine Library, Reference Department; Sigmund Samuel Library, Information Centre; Engineering Library.

Cost of printed subject bibliographies:

Up to 200 items

U of T students and faculty \$3.00

Those not connected with U of T \$3.25

a) Members of non-profit institutions, e.g. other universities \$3.25

b) Others \$4.25

Note: Over 200 items can be retrieved by special request. In these cases the charge is the basic rate plus 1½ cents per each item over 200.

16 candidates contest 7 GC seats

On or about March 5, 1976, ballots will be mailed to eligible voters for the election of seven new members of the Governing Council of the University.

Four candidates have been elected by acclamation to four teaching staff seats. They are: Prof. Peter H. Salus (Constituency I), Prof. Henry Auster (Constituency IC), Dr. J.W. Meakin (Constituency III) and Dr. Ross M. Baxter (Constituency IV). The remaining eight seats are held by the following members seated in previous elections: Prof. W.B. Dunphy, Prof. B. Kovacs, Prof. M.W. Lister, Prof. J.M. Bliss, Prof. R.W. Missen, Dr. M.W. Thompson, Prof. W.B. Coutts and Prof. G.A. Reid. Since all teaching staff seats are either held by continuing members or have been filled by acclamation, no election will be necessary in any teaching staff constituency.

Four candidates are contesting one administrative staff seat. The other administrative staff seat is held by a continuing member, Mr. Keith R. Bowler.

Twelve candidates are presently contesting five of the student seats. Nominations were re-opened in one other student seat (Graduate Student Constituency I) and will be closed on Wednesday, Feb. 25 at 5 p.m. Further details of this constituency may be obtained from other notices or from the Chief Returning Officer, phone 928-6576. The remaining two seats have been filled by acclamation by Mr. John Floras (Full-Time Undergraduate Student Constituency II) and Mr. David Vaskevitch (Graduate Student Constituency I). As all student seats on Council carry

one-year terms of office, there are no continuing student members, except that Mr. Floras has been re-elected by acclamation.

Sitting members whose current terms of office expire on June 30, 1976 are indicated below:

Teaching Staff	Constituency I B – G.R. Thaler
	Constituency IC – V.E. Graham
	Constituency III – J.W. Meakin (re-elected by acclamation)
	Constituency IV – A.M. Hunt
Administrative Staff	G. Russell
Graduate Students	Constituency I – B.E. Wall
	Constituency II – S. Kanowitch
Full-Time Undergraduate Students	Constituency I – J.O'Donohue
	M.J. Sabia
	Constituency II – T. Buckley
	J. Floras (re-elected by acclamation)
Part-Time Undergraduate Students	J.F. Gentry
	F.M. Salazar

In accordance with the *University of Toronto Act, 1971*, the remainder of the Governing Council will be composed of the President and the Chancellor (ex-officio), two presidential appointees, 16 appointees of the Lieutenant-Governor-in-Council, and eight members who are not students or members of the teaching or administrative staff elected by and from among the alumni.

The election will be conducted by mailed ballot, ballot to be mailed to eligible voters or about March 5, 1976. Ballots may be returned to the Governing Council Secretariat, Room 106, Simcoe Hall by Canada Post, Campus Mail, or personal delivery.

Ballots must be received, by mail or personal delivery, at the Governing Council Secretariat by 12 noon Thursday, March 18, 1976 in order to be valid. Any eligible voter who receives an incorrect ballot, or no ballot due to an error in records, may contact the Governing Council Secretariat, phone 928-6576 in order to obtain the correct ballot.

Details of the contested constituencies are outlined below, along with biographical or other comments supplied, on a voluntary basis, by the candidates.

The election is conducted by the Governing Council under the authority of the *University of Toronto Act, 1971*. Any inquiries should be directed to the Governing Council Secretariat, phone 928-6576. The election will close at 12 noon on March 18, 1976.

GC candidates comment on their suitability for office

Full-time undergraduates

"Full-Time Undergraduate Student" means all students registered at the University in a program of full-time study who are not registered in the School of Graduate Studies. All students in an Arts and Science program, on any campus, will be considered full-time if enrolled in four or more courses for electoral purposes.

Constituency I – two seats

All students registered in the Faculty of Arts and Science including Erindale College and students registered at Scarborough College.

John Barnes – Experienced in media and government including: Students' Administrative Council, Council of University College, University College Literary and Athletic Society; and Hart House Debates Committee.

In the face of immediate economic restraint and potentially greater constraint it is imperative that student members provide RESPONSIBLE yet DECISIVE involvement. Realistic financial planning is necessary to restore the quality of education and services that students deserve. To achieve these priorities CREDIBLE representation is ESSENTIAL on Governing Council.

Bob Gardner – is a third-year student at Scarborough. Bob believes in representative, responsible and responsive government. Bob realizes that every problem has a solution and he wants to find them for you. He has the experience, the knowledge. Bob is against cutbacks and large tuition increases. Bob cannot stop them; he can work for the best compromise solutions for students. Bob knows we must adapt to cutbacks. Give Bob a chance to work and serve you.

Brian Pel – Preservation of teaching quality in the face of continuing cutbacks is a vital priority in the coming year.

Parity and Tenure notwithstanding, it is important that students recognize the advantage in developing a closer working relationship with faculty on Governing Council.

Students at U of T must have reasoned articulate expression of their needs and views if they are to assume a larger and more responsible role in decision-making which directly affects them.

Constituency II – two seats (One only to be voted on)

All students registered in the Faculty of Dentistry, Faculty of Food Science, Faculty of Medicine, Faculty of Nursing, Faculty of Pharmacy, School of Physical and Health Education, Faculty of Education, Faculty of Applied Science and Engineering, Department of Architecture, Faculty of Forestry and Landscape Architecture, Faculty of Law, Faculty of Music, Faculty of Management Studies, Faculty of Social Work (with the condition that both members elected in Constituency II not be registered in the same faculty or school).

Because of this condition, Mr. John Floras, a student in the Faculty of Medicine, has been elected to one of the seats in this constituency by acclamation. His name will appear on the ballot for information only.

The remaining seat is being contested by three students who are registered in the Faculty of Applied Science and Engineering. All members of the constituency may vote for one (1) candidate only.

Louis Auger – Currently an Engineering representative on the Students' Administrative Council, a representative on the Faculty of Applied Science Faculty Council (2 years) and a representative on the Engineering Society (3 years). I have been active in university affairs for my three years here. I believe in student representation on tenure committees, stable tuition fees and support any measures which foster university spirit.

Richard Hajdukiewicz – I am enrolled in the third year of the Metallurgical Engineering program in the Faculty of Applied Science, and am presently a member of the University's Athletic Directorate and

have held the position of Vice-President, Secretary-Treasurer of the Engineering Athletic Association.

Michael Tracy – Students' Administrative Council Finance Commissioner; Engineering Society Representative; Alumni and Physics Liaison Committees.

Students at this University are concerned that budgetary constraints could result in financial strangulation of student services, both present and planned. Student Government cannot allow the Campus Centre Project, placement centre, or health services to be cut back and to this end, Michael Tracy is firmly committed. Opening the budgetary process will help realize this goal as will strong, experienced student representation.

Part-time undergraduates

"Part-Time Undergraduate Student" means all students registered at the University in a program of part-time study who are not registered in the School of Graduate Studies. All students in an Arts and Science program, on any campus, will be considered part-time for electoral purposes if enrolled in fewer than four courses.

All part-time students are members of this constituency. Any member of the constituency may vote for up to two (2) candidates.

Irene Allison – Trotskyist League candidate, wants the Governing Council abolished – for student-teacher-worker control of the university and free quality education for all (open admissions, full living stipends). Link students to workers' struggles. For a class struggle fight against racism and sexism. For a labour-student mobilization to smash cutbacks, wage controls, layoffs. For workers' democracy and a planned economy. Build a Trotskyist guard party to lead the international socialist revolution.

VOTE COMMUNIST – VOTE TROTSKYIST LEAGUE!

Mary Creti – A third-year student pursuing an honours degree in Archaeology, Mary has been involved in student politics at the grass roots level since high school days.

She is acutely aware of the problems of part-time undergraduate students.

Mary believes that as part-time undergraduate students constitute an integral part of University life, they should participate in the decision-making process of the University. She sees a growing need for participation on behalf of part-time undergraduate students.

Jon Gentry – In seeking re-election, Jon reminds part-time undergraduate students that he has served on the following University Committees: Woodsworth College Council and Academic Advisory Committee, Governing Council and Standing Committees for Internal Affairs, and Planning and Resources.

He is serving ex-officio, on the APUS Executive, and as a class Rep.

He feels the best representation can only be provided by an informed individual who has learned the workings of the University.

Sandy Nimmo – Recognizing the influence of the Governing Council on our academic lives, I propose strong representation of the special needs of part-time undergraduate students. To effect this, I will establish a system responsive to student opinions and ideas, and report frequently on significant Council activities. My campaign slogan: three basic principles: Responsiveness, accountability, and strength of representation of our unique interests. Your representative must both understand your needs and fight for them.

Jon Renda – Active for several years in students' affairs, was president of the Seneca College Students' Administrative Council, served in various capacities on organizations at York University where he obtained a degree in Political Science.

Jon is pursuing studies in Industrial Relations. He is Vice-President of the Woodsworth College students' Association, an APUS Executive member and an APUS representative on the Academic Affairs Committee of Governing Council.

He believes in student participation at all decision-making levels.

Felix Meryll Salazar – Felix Salazar has represented part-time undergraduate students on a variety of committees at the University of Toronto for the past three years. Presently he is a member of Governing Council, Academic Affairs Committee, Presidential Budget Advisory Committee, Business Affairs Committee, Teaching Evaluation Committee. In the past he has served on the APUS Executive, Curriculum and Standards Subcommittee, Academic Affairs Committee, and as Voice editor. He is anxious to continue working on behalf of part-time undergraduates.

Graduate students

"Graduate Student" means all students registered in the School of Graduate Studies.

Constituency I – 1 seat

All students in Division I (Humanities) of the School of Graduate Studies; Division II (Social Sciences) of the School of Graduate Studies, with the exception of the Graduate Department of Educational Theory.

Information and statements of candidates for this constituency will be published at a later date.

Continued on Page 6

Recruitment, Selection and Hiring Practice

The Personnel Policy Board has recently prepared drafts of three practices relating to functions in the Employment Services Section of the Personnel Department. These practices are: the Recruitment, Selection and Hiring Practice, Promotional Opportunities Announcements and the Termination Practice. They have been discussed at various UTSA/Personnel Liaison Committee meetings and are now presented for comments by members of the University community. The practices have been written to outline the responsibilities of staff members, University departments and the Personnel Department in connection with these matters.

Comments on the practices should be forwarded to: Mr. Earl Hough, Secretary, Personnel Policy Board, University of Toronto, 215 Huron St.

Introduction

This document outlines the standard procedure for the recruitment, selection and hiring of staff for all non-academic positions in the University with the exception of those for which a search committee has been established. It should be noted, however, that if a search committee is struck to fill a particular non-academic position, it is expected to comply with established Policies, Practices and Procedures of the University and maintain effective liaison with the Personnel Department for the utilization of employment services.

Terms of reference

The following procedures seek to ensure:

- that the University is adequately staffed with qualified, competent employees;
- that opportunities are facilitated for promotion and lateral transfer of existing staff members;
- that vacant positions are filled as efficiently as possible;
- that equity in starting salaries and consistency in the communication of benefits and other working conditions are maintained;
- that there is compliance throughout the University with the provisions of the Employment Standards Act, the Human Rights Code and related legislation recognizing the importance of equal opportunity and established University of Toronto Policies, Practices and Procedures.

In this document "department" refers to: departments in the Faculties of Arts and Science; Applied Science and Engineering; Medicine; other faculties, colleges, centres, institutions; administrative departments such as Admissions, Statistics and Records, Office of the Comptroller; staff in the office of a Vice-President.

Responsibility

Recruitment for non-academic University positions other than those to be filled by transfer or promotion within the hiring department is the responsibility of the Personnel Department.

The selection process should be conducted through the mutual co-operation of the hiring department and the Personnel Department. It is the responsibility of the employment counsellor in the Personnel Department and the representative of the hiring department to establish who is to perform specific selection functions for the particular hiring.

The hiring department is responsible for making the final decision to hire.

Recruitment procedure

Job evaluation

All new or revised positions require evaluation by the Salary Administration Section of the Personnel Department before recruitment takes place.

Recruitment from within the hiring department

First consideration for a position is given to staff members who have the required qualifications and potential and are already employed in the department where the vacancy exists.

When a vacancy occurs, or is about to occur, the department head should make this known within the department. To facilitate the search for suitable candidates in a large department, job posting within that department may be undertaken. The assistance of the Employment Services Section of the Personnel Department may be sought in establishing internal posting procedures.

Staff members in the department with the required qualifications wishing to apply for the position should discuss this with their immediate supervisor who should make this desire known to the department head. This priority gives encouragement to staff who already identify with the department.

If a suitably qualified candidate is found in the department, the department should consult with the Personnel Department with regard to the selection and the salary to be paid.

If there are no suitable candidates in the department the department head forwards a Personnel Requisition Form to the Personnel Department.

Recruitment by the Personnel Department

Recruitment of staff for non-academic positions in the University is centralized within the Personnel Department in order:

- to give University-wide exposure to all positions open on the St. George, Scarborough and Eglinton campuses;
- to allow reference to the files of persons already employed at the University and seeking transfers or promotions as well as those of qualified external candidates who have expressed an interest in employment at the University;
- to ensure the maximum utilization of advertising since one advertisement can serve to fill several vacancies;
- to ensure consistency in standards and in the application of University Policies, Practices and Procedures.

All candidates except those already employed in the hiring department must be interviewed by a counsellor in the Employment Services Section. In cases where a department is aware of a candidate from outside the department it considers suitable for a vacant position, it should refer him/her to the employment counsellor responsible for recruiting for the position.

University-wide recruitment

The Personnel Department attempts to fill new or vacant positions by relocating candidates already employed at the University when such candidates are available for promotion or interested in making a lateral transfer.

Except in the case of entry-level positions which would not represent promotion for staff members, all vacancies are advertised throughout the University by means of Promotional Opportunity Announcements before recruitment occurs (see Promotional Opportunity Announcements).

External recruitment

External recruitment occurs if suitable candidates cannot be found from within the University through Promotional Opportunity Announcements.

Where recent experience indicates that internal candidates may not be available, or owing to the specialized technical or professional qualifications required for certain positions, an external search may coincide with the Promotional Announcement. Such simultaneous searches are conducted at the discretion of the employment counsellor concerned, and it is not intended that this procedure should jeopardize the chances of qualified internal applicants, who will continue to receive first consideration.

External advertising may be undertaken at the discretion of the employment counsellor. Hiring departments may be asked to review or advise on the content of advertisements placed to fill specialized or technical positions. The use of routine advertising is included in the budget of the Personnel Department.

The services of personnel agencies will be engaged at the discretion of the employment counsellor only when less expensive means have proved unsuccessful.

Selection and hiring procedures

Successful staffing largely depends on the use of sensitive and efficient techniques during the process of recruiting and selecting candidates. While the training and experience of the employment counsellors in the Personnel Department often enables them to assess candidates' potential and ability to perform, only the hiring department itself can know its individual, and perhaps even unique, needs.

The process of selecting a new staff member should, therefore, be one of mutual co-operation between the counsellor in the Personnel Department and the hiring department. The specialized expertise and experience of the one should be balanced with the local knowledge of the other to arrive at a decision for the best possible candidate for the particular position.

The resources of the Personnel Department are available to advise hiring departments on selection

and hiring procedures. The extent to which employment counsellors will screen applications and make recommendations on the final selection will depend on both the preferences of the department and the type of position being filled. The method of operation for the particular position should be clarified in advance by the employment counsellor and the hiring department.

Skills-testing

All external applicants for positions requiring typing or shorthand must be tested for these skills. The Personnel Department has established minimum requirements for University employment with respect to these skills, and routinely tests candidates' proficiency in these areas before referring them to hiring departments. However, hiring departments may wish to have additional tests conducted as an aid to the selection process and should consult with the Employment Services Section of the Personnel Department regarding the development of these. Tests for skills required for highly technical or unique positions may be developed and administered by individual departments according to their specific needs.

Reference-checking

Reference-checking is an essential component in the selection process. References are routinely checked by employment counsellors before they refer candidates to hiring departments. However, the employment counsellor and the hiring department should mutually establish who will conduct the in-depth reference-checking of candidates who reach the final stage of the selection process. In many cases it is desirable for the hiring department to communicate personally with former employers of candidates or other persons acquainted with the candidates' work. In cases of candidates for highly technical positions, it is usually appropriate for the hiring department to make its own reference enquiries.

The importance of reference checking applies equally to candidates from within the University.

Terms and conditions

of employment

To ensure consistency in salaries throughout the University, salary ranges for non-academic positions are determined by the Salary Administration Section of the Personnel Department. The position classification, salary range and source of funds are communicated to prospective applicants on the Promotional Opportunity Announcement.

During the recruitment procedure the employment counsellor communicates to prospective candidates information about the types of Benefit Programs offered by the University and the basic terms of all University appointments, such as vacation entitlement.

As part of the selection process the representative of the hiring department should discuss the job description with prospective candidates giving details about the duties and responsibilities of the position. The representative of the hiring department should also inform candidates of any other terms or conditions consistent with the appointment such as the working hours of the unit to which the position belongs; whether the position belongs to a category which is eligible for overtime compensation; and if so, what form of compensation is applicable; and any special conditions which might be associated with employment in the particular department.

Special terms of employment

Due to the special conditions of sessional, annual, grant-supported or other term-appointed positions, it is imperative that all prospective candidates for these positions be apprised of the terminal nature of the positions at the time of the offer of employment. The employment counsellor and/or the hiring department (in cases of grant-supported positions, the principal investigator) must communicate the following terms and conditions to the candidate in writing:

- i) Termination of appointment at the end of session, year, contract or other specified period.
- ii) Length of period of appointment, contract or session, and, in the case of grant-supported positions, the possibility of non-renewal of grant.

- iii) Possible relocation within the University at the end of the term-appointed position depending on performance and length of service.

Duration of selection process

In fairness to applicants, the selection process should not be unduly time-consuming. Hiring departments should contact the employment counsellor responsible for the position for the position in order to provide feedback about a candidate immediately after an interview. The Personnel Department may consider a candidate for another position in the University if, within two days of referral, the hiring department

has not indicated acceptance or rejection of the candidate.

Appointment procedure

Prior to any offer of appointment being made: (1) the hiring department should consult with the employment counsellor with regard to its choice of the first candidate; (2) The starting salary will be mutually determined by the employment counsellor and the hiring department based on the qualifications and experience of the candidate along with considerations of internal salary relationships; (3) The salary agreed upon should be communicated to the selected candidate by the hiring department.

The concurrence of the Personnel Department on the appointment and the starting salary serve to ensure both that there is equity throughout the University and that the appointment is approved on behalf of the Governing Council.

The hiring department is responsible for notifying the successful candidate and preparing a Staff Appointment Form to be signed by the new staff member and sent to the Personnel Department. Should a department wish to communicate an offer of employment in writing it is important that the text of the letter be reviewed by the Personnel Department.

Rejection notification(s)

Unsuccessful candidates must be notified as soon as possible after the hiring department has made its

selection. When the hiring department informs the employment counsellor of its selection, the Employment Counsellor should ascertain whether he/she should notify the unsuccessful candidates or whether the hiring department wishes to do so.

Physical examination

The University may require a medical certificate of health from a prospective staff member. Medical certificates may be requested of staff members at any time that it is considered that their performance may be affected by ill-health.

Documentation interview

As soon as possible after new staff members commence their employment at the University, the hiring department should arrange with the Staff Relations Section of the Personnel Department for them to have an appointment to join the Benefits Program of their choosing and receive orientation information about employment at the University.

Probationary periods

An appropriate probationary period (three, six or 12 months) should be established by the department in conjunction with the offer of employment. The length of this period depends upon the level of the position, the time expected to be required for the individual to demonstrate competence (e.g., three

months for junior clerical and technical staff; six months for supervisory and professional staff; 12 months for managerial personnel) or the requirements of the particular department.

Upon commencement of employment a new staff member should be provided with a complete and up-to-date copy of his/her job description. The immediate supervisor should thoroughly review the details of the job duties with the new staff member, ensuring that there is complete understanding on both sides as to the standard of performance expected.

During the probationary period, the immediate supervisor should objectively assess the staff member's performance. Thorough and consistent performance review by discussion and/or written appraisal ensures that the staff member understands the duties and responsibilities of the position and has every opportunity to develop competence. Consultation with the Employment Services Section of the Personnel Department in relation to the staff member's adjustment to the job may also be appropriate. If performance is satisfactory, a salary adjustment may be appropriate at the end of the probationary period consistent with the salary policy guidelines.

Following completion of the probationary period, performance reviews should be conducted at regular intervals. This procedure, if part of a continuing program of on-the-job training and career development, will provide a basis for identifying and correcting deficiencies in performance and developing good employee relations.

Promotional Opportunity Announcements

Introduction

In order to provide staff members of the University with opportunities for personal development and career advancement, the Personnel Department publishes Promotional Opportunity Announcements of all non-academic positions open on the St. George, Scarborough and Erindale campuses with the exception of those entry-level which do not represent promotion for staff members. Promotional Opportunity Announcements are circulated to the departments of the University for five working days and the *Bulletin* regularly publishes a list of the positions open on the date of its publication.

The name of the Employment Counsellor handling the position and his/her University local are included on both the Promotional Opportunity Announcement and the *Bulletin* list so that prospective candidates are able to enquire about a position informally before deciding whether or not to make formal application.

It is hoped that through publicizing the job opportunities available staff members can learn more about the staffing requirements of the University in order to develop their own skills and leadership qualities and fulfil their maximum potential.

Terms of reference

-This document, designed to complement the procedures described in the *Recruitment, Selection and Hiring Practice*, is directed to members of the non-academic staff who are interested in pursuing a promotion or a lateral transfer and are deemed eligible to do so on the criteria described under the section *Eligibility* below.

-A promotion is defined as a move to a position in a salary range which is higher than the range of the incumbent's present position.

-A lateral transfer is defined as a move to a position in the same salary range as the incumbent's present position.

-In this document, "department" refers to: departments in the Faculties of Arts & Science, Applied Science & Engineering, Medicine; other faculties, colleges, centres, institutions; administrative departments such as Admissions, Statistics and Records, Office of the Comptroller; staff in the immediate office of a Vice-President.

Eligibility

Staff members with a minimum of six months' continuous service in their present positions are eligible to apply for a promotion or lateral transfer. It should be emphasized that staff members with less than six months' service who experience difficulty in their positions should contact the Employment Services Section for counselling.

A lateral transfer may be considered for any of the following reasons:

- 1) to obtain a better match of present skills with job requirements
- 2) to broaden experience which may affect promotion
- 3) to change career direction
- 4) to establish the staff member in a department where there is a greater opportunity for promotion.

Responsibility

It is the responsibility of staff members seeking promotions or lateral transfers to apply to be considered for specific positions advertised through Promotional Opportunity Announcements. Unsuccessful applicants who wish to be considered for subsequent openings should keep current the data on their applications. The Personnel Department will keep curricula vitae on file for six months.

Procedure

Before actively pursuing a promotion or lateral transfer with the Personnel Department, staff members should discuss this intention with their supervisor or an opportunity for promotion or change of responsibility about which the staff member was unaware may exist in the department. There may be instances, however, where a staff member believes that this consultation would jeopardize his/her position. Under these circumstances, the Personnel Department, if requested, will treat the application for promotion or lateral transfer on a confidential basis at the initial stages of the recruitment and selection procedures. However, if the staff member reaches the final stage of the selection process the supervisor will have to be notified in order for a reference to be obtained.

Applications for promotion or lateral transfer may be made by writing to or visiting the Employment Services Section of the Personnel Department, in order to complete the Request for Transfer or Promotion Form and arrange an interview with an employment counsellor. Staff members with applications on file for six months or less need only to contact the employment counsellor specified on the Promotional Announcement of the particular position in which they are interested.

When a position has been posted internally, the counsellor concerned normally reviews the Employment Services files for candidates who had previously either unsuccessfully applied for a similar position or requested to be considered in the event such a position should occur.

Although applications for an advertised position should be received by the Personnel Department within one day of the closing date, late applications from internal candidates will be considered if the final selection process has not been completed. External candidates are only considered after the closing date if there are no suitably qualified internal candidates.

The employment counsellor screens applicants for each Promotional Announcement and forwards suitable candidates to the hiring department. In the case of a transfer between two University departments it is standard procedure for the hiring department, or in some cases the Personnel Department, to obtain a reference from the staff member's present department. References that appear based on personal conflict are discounted, unless supported by several independent references.

After being notified of the selection, the successful candidate should immediately inform his/her present supervisor in order that arrangements regarding the date of his/her release can be made by the two departments.

Conditions governing the release of a staff member

The date of release of a staff member should be discussed and agreed upon by the department heads concerned. Department heads are expected to release a staff member for promotion or transfer within one month. However, where the release of a staff member within one month would seriously weaken a department, a promotion or transfer may be deferred by mutual agreement. In cases of dispute regarding the date of release, the Personnel Department should be asked to mediate in setting a date which is satisfactory to all parties.

Staff members with questions about the Promotional Opportunity Announcements practice should direct them to their supervisors or contact the Manager, Employment Services, Personnel Department.

Termination Practice

Introduction

The University and its staff members share a mutual responsibility to create and maintain a fulfilling work environment. An important consideration in fostering such an environment is job security which the University will provide for long-term employment for its staff members. At the same time, however, the University recognizes that circumstances can arise when it may be in the best interests of a staff member, or of the University, for an individual's employment to be terminated and feels it most important that, in all cases of termination, the terms of separation should be such that both the staff member and the University are treated as fairly as possible.

This Practice, which applies to members of the non-academic staff of the University, describes a set of procedures designed to minimize any difficulties of

adjustment which might arise from a termination, contribute to the University's understanding of the needs of its staff and ensure that, in cases of involuntary termination, no staff member can be dismissed without just cause.

Voluntary terminations

Notice of resignation

In order to allow the department head time to re-assign responsibilities a staff member is expected to give at least one month's notice of resignation unless shorter notice is acceptable. Notice of resignation must be submitted in writing.

Continued on Page 6

Personnel interview

Continued from Page 5

All staff members leaving the employment of the University should be interviewed by an employment counsellor in the Personnel Department. The staff member's immediate supervisor is responsible for arranging this interview with the appropriate employment counsellor and sending the counsellor a short report on the requirements of the position to be vacated with specific reference to the performance of the departing staff member and the circumstances of the termination.

The Personnel Interview will cover the arrangements the staff member wishes to make with respect to OHIP, the University Pension Plan and his/her Unemployment and Group Life Insurance. Also, in conjunction with the report from the immediate supervisor, it assists the Personnel Department to determine the skills and qualifications required by a suitable replacement and to identify areas requiring assistance in improving employee relations.

Involuntary terminations

Unsatisfactory performance during probationary period (refer to Recruitment, Selection and Hiring Practice, probationary periods)

During the probationary period, poor performance should be discussed with the staff member and appropriate action taken, including guidance, direction and followup, taken to remedy the situation. Consultation about remedial approaches may also be undertaken with the Personnel Department.

If performance continues to be unsatisfactory, the immediate supervisor will issue at least one written warning, with a copy to the Personnel Department, giving the staff member sufficient time to improve performance. Action to demote or dismiss the staff member should only be initiated by the immediate supervisor after consultation with the department head and the appropriate employment counsellor in the Personnel Department.

Unsatisfactory performance after the probationary period

Poor performance after the probationary period should be discussed with the staff member and documented by the immediate supervisor. Consultation with the Personnel Department may also be undertaken.

Where performance remains unsatisfactory, the supervisor, in consultation with the department head, will issue two warnings. The second warning should be in writing, with a copy to the Manager of the Employment Services Section of the Personnel Department. The staff member will be given reasonable time after each warning to improve performance. Action to demote or dismiss the staff member will be initiated by the immediate supervisor with the concurrence and support of the department head and the Employment Services Section of the Personnel Department. Notice of dismissal will be given in writing with a copy to the department head and the Personnel Department.

Wilful misconduct

If, in the opinion of a department head, a staff member wilfully commits a serious act of miscon-

duct, such as theft, violence, gross insubordination, neglect of duty, the department head should discuss the matter with the staff member and contact the Personnel Department. If it is mutually agreed by the Personnel Department and the department head that the alleged act of misconduct warrants suspension the department head shall issue to the staff member written notification of suspension pending investigation by the Personnel Department. This notification should state the reason for the suspension and inform the staff member that he/she is entitled to be accompanied at the investigation by a colleague from within the University. A copy of this letter should be sent to the Personnel Department.

The staff member's salary should continue to be paid until the investigation is completed.

The investigation should be conducted by the Director of Personnel or his designate. The staff member will be given an opportunity to answer the allegation and defend his/her position. If the allegation is not confirmed the staff member will be reinstated.

If the investigation confirms the allegation, dismissal will normally be automatic and termination procedures instituted. There may, however, be cases where, because of extenuating circumstances, a lesser penalty can be agreed on by the department head and the Director of Personnel.

The staff member has the right to appeal the decision arrived at by the investigation directly to Step 2 of the *Grievance Procedure*.

Non-renewal of research grants (refer to recruitment, Selection and Hiring Practice, special terms of employment)

Grant-supported staff are hired by the University on a contractual basis for a specified period and paid from funds awarded by outside agencies for the support of research programs. However, since these funds are administered by the University, where grant-supported staff are to be released for any reason, such as end of contract, reduction in funds or willful misconduct, the standard University procedures described below will be followed.

Where grant-supported staff members are to be released because of the termination of their contract, notice in writing must be given no less than one month before the end of the contract. At the discretion of the principal investigator, in addition to any outstanding vacation pay, payment of one month's salary may be given in lieu of notice.

Where a grant-supported staff member whose period of employment exceeds one year is released due to an unexpected reduction in or termination of the grant, the services of the Personnel Department will be made available in an attempt to relocate him/her. If no other suitable position in the University can be found and the staff member is unable to find other suitable employment, the procedure for termination outlined under *Notice of Termination*, below, will be followed.

Elimination of a classified position

It should be emphasized that poor performance is not justification for eliminating a classified position. Where a staff member is not adequately performing the duties of the position, the procedure outlined under *Unsatisfactory Performance*, above, should be followed.

In the event that, owing to financial restrictions or reorganization, certain positions are eliminated, the

University will make every effort to ensure that no termination of employment will occur until every possible means of relocation has been explored and found unsuccessful.

If it is found that a classified position is no longer required, the department head will:

- notify the Salary Administration Section of the Personnel Department;
- conduct a search within the department for a position suitable to the staff member's qualifications and potential.

- consult with the Employment Services Section of the Personnel Department, and request a University-wide search for a suitable position. The Personnel Department will also counsel the staff member in seeking external relocation if the internal search is unsuccessful;

- follow the procedure for termination outlined under *Notice of Termination* below, if no other suitable employment within the University can be found.

Notice of termination

The Employment Standards Act states:

No employer shall terminate the employment of an employee who has been employed for three months or more unless he gives,

a one weeks' notice in writing to the employee if his period of employment is less than two years;

b) two weeks' notice in writing to the employee if his period of employment is two years or more but less than five years;

c) four weeks' notice in writing to the employee if his period of employment is five years or more but less than ten years;

d) eight weeks' notice in writing to the employee if his period of employment is ten years or more, and such notice has expired.

However, it is the practice of the University to give notice in writing or payment in lieu of notice in writing of not less than:

Two weeks for persons who have not completed their probationary period;

One month for persons who have completed their probationary period and have less than ten years service;

Two months for persons with over ten years' service.

In addition, common law practice, as established by civil court actions, also takes into account factors such as the employee's age and the level of his/her position. Accordingly, the practice of the University stated above in relation to length of service can vary because of considerations like the staff member's age, the level of the position, and the expected difficulty for him/her to find alternative employment. It is not normal practice to give notice of termination in cases of wilful misconduct.

Each case should be discussed with the Director of Personnel or his/her designate prior to any dismissal action being taken. Each case will be treated individually and will rest on its own merit.

Personnel interview

As in cases of voluntary termination, staff members leaving the employment of the University through involuntary termination should be interviewed by an Employment Counsellor in the Personnel Department. The procedures outlined under *VOLUNTARY TERMINATION, Personnel Interview*, shall apply.

Governing Council nominees make their case

Administrative staff

Continued from Page 3

"Administrative Staff" means the employees of the University, University College, the constituent colleges, and federated universities who are not members of the teaching staff thereof.

The following definition is included for information:

"Teaching Staff" means the employees of the University, University College, the constituent colleges and the federated universities who hold the academic rank of professor, associate professor, assistant professor, full-time lecturer or part-time lecturer unless such part-time lecturer is registered as a student. ("Lecturer" includes associates and clinical teachers in the Faculty of Medicine and associates in the Faculty of Dentistry.)

All administrative staff are members of this constituency. All members of the constituency may vote for one (1) candidate only.

Edward E.C. Beaven — Joined University of Toronto Press in 1957. President of Universities and Colleges Employees' Credit Union and a director for ten years. Has always been keenly interested in labour-management relations and union affairs, having studied these subjects at T.U.C. Summer Schools in England at Oxford. Believes that all levels of university employees should have a voice in Governing Council deliberations and, if elected, will do his best to achieve this.

Gwyneth Weston Bishop — Head, Science and Medicine Library since October, 1970. Toronto-born and alumnus of University of Toronto; BA, 1959; BLS, 1960; MLS, 1974.

Has positions at: State University of New York, Binghamton; Stanford University graduate School of Business; Canadian Institute of International Affairs, Toronto. In Royal Canadian Air Force University Reserve Training Plan.

If elected, I will use my experience in a variety of institutions and jobs to do my best to represent all Administrative Staff.

Ron Raw — Ron is a 41-year-old electrician employed by the University of Toronto. He has a wide variety of administrative experience and a deep concern for the working people. Presently he is a trustee on five University affiliated Boards, also is part Vice-President of the Electricians Credit Union and a Canadian Securities Course graduate.

His objectives are for fair treatment of the staff and to cut spending on needless frills, resulting in more efficient management.

Ernest G. (Ernie) Reid — Employed by D.L.A.S. for eight years. I bring to Governing Council the availability and industry that have made me known on all three campuses. My many contacts have given me a wide-ranging knowledge of University and departmental functions and problems, enabling me not only to represent all parts of the administrative staff, but to work for the good of the entire University. My political experience include the presidency of C.A.L.A.S., a national professional/technical organization.

Salaries and income

Continued from Page 1

taking refuge behind the anti-inflation guidelines.

7. To balance the needs for salary increases with the other needs related to the academic health of the University and make every effort to ensure that at least Stage I of the Supplementary Budget Plan will be implemented in 1976-77.

In summary, we want to do the best we can for our staff in terms of salaries and benefits short of savaging the academic programs and short of causing substantial lay-offs, and we believe it would

be irresponsible if the salary increases were much larger than the increase in our net income, and unjust if they were much smaller.

In the event that there is substantial saving by the end of the current financial year from underspending, and there is no because of the appointments freeze and other measures we have taken—the bridging component of Stage II of the Supplementary Budget Plan will receive a very high priority in order that retraining and shifting of employees may be possible to reduce the need for dismissals.

RESEARCH NEWS

Humans Review Ministry of Health Applications

Applicants for research support from the Ontario Ministry of Health are reminded that Use of Human Subjects Approval must accompany the research proposal to the Ministry. In order that Humans approval be obtained by the Ministry deadline date, which is April 1, 1976, it is necessary that protocols be submitted to ORA one month in advance of that date.

For further information, call ORA at 928-5585.

Canadian Diabetic Association Supports Research Through Charles H. Best Fund

The Canadian Diabetic Association has announced that it invites applications for support from the Charles H. Best Fund for research projects related to the cause, early detection, treatment or cure and complications of diabetes mellitus.

Deadline dates for receipt of applications by the agency are March 15 and Sept. 15. For further information and application materials, please call ORA at 928-2163.

JOB OPENINGS

Below is a partial list of job openings at the University. Interested applicants should read the Promotional Opportunity postings in their staff bulletin boards, or telephone the personnel office for further information. The number in brackets following the name of the department in the list indicates the personnel officer responsible. Please call:

(1) - Sylvia Holland, 928-6470; (2) - Wendy Chin, 928-5468; (3) - Manfred Wewers, 928-4834; (4) - Ann - Sarsfield, 928-2112; (5) - David Christman, 928-7308.

Clerk Typist II (\$6,480 - 7,620 - 8,760)

Student Awards (1)

Clerk Typist III (\$7,130 - 8,390 - 9,650)

School of Continuing Studies (2), Astronomy (1)

Clerk III (\$7,130 - 8,390 - 9,650)

Student Awards (1)

Secretary I (\$7,130 - 8,390 - 9,650)

Dentistry (1), Pharmacy (4), Physics (P/T) (1), Urban & Regional Planning (5), Erindale College (2), Faculty of Education, Dean's Office (5), Management Studies (4), Microbiology & Parasitology (4)

Secretary II (\$7,850 - 9,230 - 10,610)

Mechanical Engineering (5), Health Administration (4), History (1), Woodsworth College (4)

BRIEFLY

Prof. Hugh Trevor-Roper, Regius Professor of Modern History at Oxford, will deliver a public lecture on Edward Gibbon, Monday, March 1 at 3 p.m. in 2135 Sidney Smith Hall. Prof. Trevor-Roper will also give a seminar, "The Historical Philosophy of the Enlightenment" for faculty and graduate students in 3050 Sidney Smith Hall at 4.30 p.m.

Health, Ontario, "Radon Problem in Port Hope", J.P. Didur, Atomic Energy Control Board; "Regulatory Aspects of Waste Management"; Heather Mitchell, Environmental Law Association; "Some Legal Implications of Radioactive Materials Disposal"; and Fred C. Boyd, Department of Energy, Mines and Resources, "Radioactive Disposal from an Energy, Mines and Resources Viewpoint".

There will be a seminar on "The Environmental Impact of the Disposal of Radioactive Material" on March 3 in the main auditorium of OISE. Speakers and topics will include Dr. Gordon G. Stewart, Atomic Energy of Canada, Chalk River; "Biological Perspectives"; Dr. Diana W. Cox, Research Institute, Hospital for Sick Children, "Genetics"; Dr. J.H. Aitken, chief of the Division of Health Physics, Ministry of



Among those in the UC quad enjoying the unexpected warm weather are an artist (left) and thinker (right).

Mickle Fellowship to Dr R B Salter

Dr. Robert B. Salter, professor in the Department of Surgery and surgeon-in-chief at the Hospital for Sick Children, has been awarded the Charles Mickle Fellowship for 1975. Prof. Salter will give a special lecture entitled "The Prevention of Arthritis Through the Preservation of Cartilage" on Thursday, March 18 at 5 p.m. in the auditorium of the Medical Sciences Building.

The Charles Mickle Fellowship was established by a U of T graduate in medicine, Dr. William J. Mickle, in memory of his father. The fellowship, under the direction of his will, is awarded to "the person who in the opinion of the Council of the Faculty of Medicine at the University of Toronto has done most during the preceding ten years to advance sound knowledge of a practical kind in medical art or science".

The first fellowship was awarded in 1921 to Ivan Petrovich Pavlov, Russian physiologist and experimental psychologist, for his pioneering work on conditioned reflex and response. The first U of T graduate to be honoured was Dr. Frederick Banting (late Sir Frederick) in 1923. Other Mickle Fellows have included Dr. W. E. Gally, Professor of Surgery at U of T who set up the training program for surgical residents; Dr. Charles Best, Professor and Director Emeritus of the Banting and Best Department of Medical Research, co-discoverer of insulin; Sir Alexander Fleming and Sir Howard Florey of the U.K., co-discoverers of penicillin; Dr. Alfred Blalock, pioneer American heart surgeon; and Dr. Harold E.

Johns of U of T for his work in cancer research and the development of cobalt radiation treatment, the "cobalt bomb". In 1973 the Mickle Fellowship was awarded to Dr. W.G. Bigelow, professor in the Department of Surgery and head of cardiothoracic surgery at the Toronto General Hospital for his work in that field and in 1974 to Dr. Andrew V. Schally of Tulane University for his work in understanding the effect on the pituitary gland of two hormones secreted by the hypothalamus.

Dr. Salter, the first orthopaedic surgeon to receive this award, has received many honours during his medical career including the

Gairdner and Nicholas Andry Awards and the Sir Arthur Sims Commonwealth Travelling Professorship. In January of this year he was elected president of the Royal College of Physicians and Surgeons of Canada. He is the author of a *Textbook of Disorders and Injuries of the Musculoskeletal System*.

Prof. Salter's lecture on March 18 will deal with the surgeon's approach to research as exemplified by personal experimental investigations of the effects of continuous compression, immobilization, intra-articular drugs and continuous passive motion on living articular cartilage.

M.A.M.

CAUT has political role

The federal government intends to cut 200 million dollars allotted to higher education from its budget. Its strategy will be to argue that higher education is constitutionally a provincial responsibility. This is the view of Dr. Donald Savage, Executive Director of the Canadian Association of University Teachers (CAUT), expressed during the fourth session in the series on "Current Concerns of National Associations for Higher Education" held at OISE, Feb. 23.

Dr. Savage stated that this government policy is one reason why CAUT has assumed "a more overtly political role," and will lobby actively in the provincial capitals and in Ottawa.

At local levels, CAUT is pre-

pared for drastic administrative measures to curtail expenditures, Dr. Savage said. There may be moves to dismiss tenured professors and to hire more "part-time" employees who are paid by course and who in some cases may teach full-time loads. "By-laws may be treated as 'nuisances' by powerful boards of governors supported by governments at a time when professors lack the power of mobility."

CAUT encourages the certification of faculty associations as bargaining units so its members will be protected by meaningful legal contracts. "The legal contract is the only thing that matters," Dr. Savage pointed out.

Martin Morf

Budget gets Council's approval

Continued from Page 1

phy, chairman of the Academic Affairs Committee.

Prof. Dunphy commended the spirit of the letter, signed by 20 faculty members, found on page 2 of this issue of the *Bulletin*.

Some members suggested that final approval of the 1976-77 budget be delayed until the Council has an opportunity to consider the level of the proposed salary settlements for academic and non-academic staff.

Dr. Evans replied that the divisional budgets have been trimmed

to "rock bottom" and should be approved without delay to facilitate implementation as soon as possible by the appropriate administrative officers.

Following further debate, Council agreed that the President should be authorized to begin implementation of the Supplementary Budget Plan as soon as information is available on income and probable salary settlements, but only in those areas where reductions of staff would otherwise be necessary and where teaching staff recruitment is critical.

Consideration of the budget

was interrupted for about 30 minutes when a group of 35 demonstrators urged Council members to reinstate Henry Fong, a fourth-year medical student whose expulsion on academic grounds had been confirmed in December by the Sub-committee on Academic Appeals after a lengthy and controversial hearing.

After spirited debate, Council agreed to consider at its March 18 meeting a motion calling on the President to establish a special independent committee to review the circumstances of the Fong case and hearing.

EVENTS

FRIDAY 27

India Without Politics (Lecture) Prof. Myron Weiner, chairman, Department of Political Science, Massachusetts Institute of Technology. Library Science Theatre (Room 205, Faculty of Library Science) 11 a.m. (South Asian Studies Committee ISP)

The Current Indian Political Situation (Seminar) Prof. Myron Weiner, chairman, Department of Political Science, Massachusetts Institute of Technology. 2116 Sidney Smith Hall. 2 p.m. Prof. Weiner suggests that seminar participants try to attend his morning lecture (see above). (South Asian Studies Committee ISP)

What is Negritude? (Colloquium) Speakers: Prof. Edna Makward, chairman, Department of African Languages and Literature, University of Wisconsin; Victor Aire, SGS; Prof. Gary Warner, Department of Romance Languages, McMaster University and Prof. Femi Ojo-Ade, Barber-Scotia College, N.C. Innis College Town Hall. 2 p.m. (African Studies Committee ISP and French Department)

William Whewell's Philosophy of Science and the Victorian Tensions between Religion and Science (Colloquium) Prof. R.E. Butts, Department of Philosophy, University of Western Ontario. 418 (Common Room) Textbook Store. 4 p.m. (HPST)

Our Dynamic Earth - The View from Skylab (Geology Spring term seminar series) Dr. William R. Muhlberger, Distinguished Lecturer, Department of Geological Sciences, University of Texas, Austin. 128 Mining Building. 3 p.m.

Dance Films, ethnic and contemporary dance and modern ballet. Upper Lounge, Benson Building. 7.30 p.m. (Women's Athletics Association)

Beggar's Opera by John Gay. Presented by Trinity College Dramatic Society. Seeley Hall. Feb. 27 and 28 at 8 p.m. Tickets 99 cents. Information 767-9322.

SATURDAY 28

The Making of a Capital City - An Exercise in Environmental Design (Lecture) Prof. Thomas Howarth, Department of Architecture and Jaap Schouten, senior urban planner, National Capital Commission. Convocation Hall. 8.15 p.m., doors open 7.30 p.m. (Royal Canadian Institute)

SUNDAY 29

Yiddish Literature in America (Symposium) Chairman, Prof. Joseph Shatzmiller, Jewish Studies Program. Two Authors in Search of an Audience. Prof. Ruth Wisse, Jewish Studies Program, McGill University. Yiddish Literature and the Labour Movement. Prof. Eugene Ornstein, chairman, Jewish Studies Program, McGill University. Auditorium, Medical Sciences Building. 2 p.m. (Committee for Yiddish, Toronto Jewish Congress; Jewish Studies Program, U of T; Max Weinreich Center for Advanced Jewish Studies, YIVO Institute for Jewish Studies)

Inter-varsity Choral Festival. University choirs from Guelph, London and Hart House Chorus. MacMillan Theatre, Edward Johnson Building. 7.30 p.m.

Hidy-Ozolins-Tsutsumi Trio. Marta Hidy, violin; Arthur Ozolins, piano; Tsuyoshi Tsutsumi, cello. Great Hall, Hart House. 8 p.m. Free tickets available to HHI members from hall porter.

Stars of the Kiwanis Festival, Part I. Meeting Place, Scarborough College. 3.30 p.m.

Academy of Medicine, 5 p.m. (Neuroscience Institute, Toronto Neurological Institute and Section of Neurosciences, Academy of Medicine)

The Role of the Critic in Art (Art Scene '76 series) James Purdie, art critic, *Globe and Mail*. Art Gallery, Hart House. 8 p.m.

Associate, Institute for Environmental Studies and Prof. Douglas G. Andrews, Department of Chemical Engineering. Main auditorium, OISE. 9 a.m. to 5 p.m. (See "Briefly" page 7)

China (Jazz quintet) East Common Room, Hart House. 12 noon to 2 p.m.

Deserts (Seminar) Dr. Asher Schick, Department of Geography, Hebrew University of Jerusalem. 211 Haultain Building. 4 p.m.

Liturgy, Prayer and Community (Newman Centre meeting) Dr. James Schmeiser, Professor of Religious Studies, King's College, University of Western Ontario. Newman Centre. 8 p.m.

Jane Shore (Reading) St. Michael's Poetry Series 75-76. Upper Brennan Hall, St. Michael's College. 4 p.m.

Katharine Smiththorpe, soprano, accompanied by Bruce Ubukata. Music Room, Hart House. 1.10 p.m.

FRIDAY 5

Nucleophilic Reactivity (Colloquium) Prof. C.D. Ritchie, State University of New York, Buffalo. 158 Lash Miller Chemical Laboratories, 4 p.m.

UTSA All Candidates' Meeting Candidates for administrative staff seat on Governing Council will state positions briefly and answer questions. Croft Chapter House. 12 noon - 2 p.m.

Open House - Occupational and Physical Therapy. 256 McCaul St. March 5 from 7.30 to 9.30 p.m., March 6 from 11 a.m. to 3 p.m.

SATURDAY 6

Adam Smith - The Man (Lecture) Dr. W.E. Swinton, Professor Emeritus, Department of Zoology. Convocation Hall. 8.15 p.m. doors open 7.30 p.m. (Royal Canadian Institute)

U of T Symphony Orchestra, conductor Victor Feldbush. MacMillan Theatre, Edward Johnson Building. 8.30 p.m. Tickets \$2, students and senior citizens \$1. Cheques payable "U of T", envelope stamped, addressed envelope. Box office 928-5744.

Samson Du Fortissime, presented by PLS and Early Music Group. Trinity College Chapel. Performances March 6, 12 and 13 at 8.30 p.m., March 7 and 14 at 3.30 p.m.

SUNDAY 7

Stars of the Kiwanis Festival, Part II. Meeting Place, Scarborough College. 3.30 p.m.

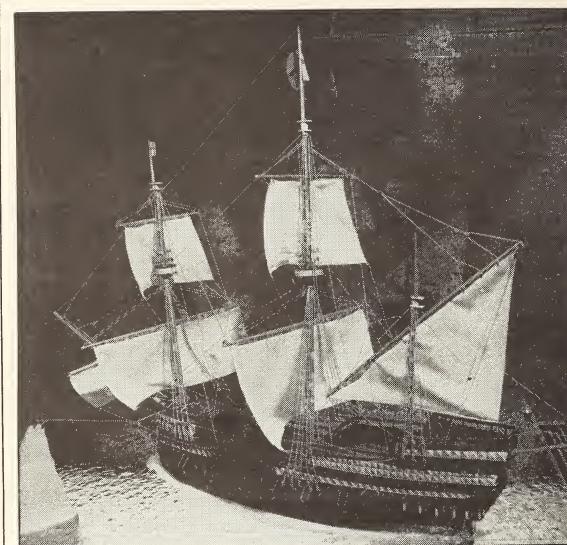
Royal Conservatory Trio. Special benefit concert for John Sidwick Memorial Scholarship Fund. Concert Hall. 5 p.m. Tickets \$3. Information 928-3771.

Moss Scholarships apply by March 15

Three Moss Scholarships, each valued up to \$4,000, will be awarded by the U of T Alumni Association in 1976.

The scholarships are open to any exceptional student who will be matriculating in the spring of 1976 in either third or fourth year from the Faculty of Arts and Science. The committee will base awards on demonstrated academic ability and participation in University activities.

Application forms are available from college registrars and should be submitted, with supporting recommendations, to the Moss Scholarship Committee, Department of Alumni Affairs, 47 Wilcox St. Deadline date for receipt of the completed applications by the committee is March 15.



Queen Elizabeth's ship *Aid* was Martin Frobisher's flagship on his second and third voyages to the Arctic. This model, in *Tokens of Possession* at the ROM, was built from information culled from a number of sources including a 1577 inventory of the original. She was 200 tons, 95 feet long and mounted 19 cannon. The exhibition commemorates the 400th anniversary of Frobisher's first voyage in search of the Northwest Passage and is on view to March 28.

MARCH

MONDAY 1

China's Rural Revolution: A Critique of Dependency Theory (Lecture) Prof. Ralph Thaxton, Department of Political Science, Rutgers University. 3050 Sidney Smith Hall. 10 a.m. (East Asian Studies Committee ISP)

The Dilemma of Notation (Lecture) Prof. Gardner Read, School of Fine and Applied Arts, Boston University. 116 Edward Johnson Building. 4.10 p.m. (SGS and Graduate Music)

Wise Men and Shepherds (Seminar) Dr. Ralph Townley, director, United Nations Environment Program, Nairobi. 211 Haultain Building. 4 p.m.

Cell Junctions and Cell to Cell Communications (Seminar) Dr. Norton B. Gihula, Rockefeller University. 112 Best Institute. 4 p.m. (BBDMR)

TUESDAY 2

Meaning and Meanings in Faust's Fiction (Victoria College Public Lectures 1976) Sister M. Geraldine, Department of English. Lecture Hall, room 3, New Academic Building, Victoria College.

Conversion Reactions in the Practice of Medicine (Spring lecture series) Dr. J. Foley, University Hospital for Cleveland. Osler Hall, 1016 New College, Wilcox St. 7.30 p.m.

The Origin of the Optical Population (Seminar) Dr. Peter G. Martin, Department of Astronomy. David Dunlap Observatory. 4 p.m.

Environmental Issues of the European Economic Community (Seminar) Lord Ashby of Brandon, F.R.S., former chairman, Royal Commission on Environmental Pollution in the U.K. 211 Haultain Building. 4 p.m.

Fluid Inclusions as a Tool in Mineral Exploration (Seminar) Dr. Edwin Roedder, U.S. Geological Survey, Washington, D.C. 130 Mining Building. 4 p.m.

UTSA All Candidates' Meeting Candidates for administrative staff seat on Governing Council will state positions briefly and answer questions. 3153 Medical Sciences Building. 12 noon - 2 p.m.

WEDNESDAY 3

The Fine Art of Choosing: Theory and Practice (Lecture series, sixth of ten) Topics, Commonplaces, Strategies and Decorum: The Rhetoric of Decision Making. Prof. Michael Dixon, Department of English. 1016 New College, Wilcox St. 7.30 p.m.

The Environmental Impact of the Disposal of Radioactive Material (Seminar) Co-chairmen, Dr. John R. Brown, Department of Preventive Medicine and Biostatistics and

Varsity Blues vs Toronto Marlboros (Exhibition hockey) Varsity Arena. 8 p.m.

THURSDAY 4

The Limits of Maoist Egalitarianism (Lecture/seminar) Prof. Richard C. Kraus, Department of Sociology, University of Illinois. Upper Library, Massey College. 11 a.m. (East Asian Studies Committee ISP)

What is sweet and dear to me? (Lecture) Timothy Rice, Faculty of Music. Walter Hall, Edward Johnson Building. 2.10 p.m.

Gold (First of eight lectures introducing "Gold for the Gods" exhibition) Dr. Joseph Mandarino, Curator-in-charge, Department of Mineralogy and Geology, ROM. Planetarium Lecture Room. 8 p.m.

Advocate Scoring and Estimation for Unbiased Information (U of T - York Joint Program in Transportation Research Seminar) Prof. L.S. Warren, York University. Front Conference Room, Centre for Urban and Community Studies, 150 St. George St. 2 p.m.

THSR Stimulation of Ornithine Decarboxylase Activity in the Thyroid (Seminar) Dr. Jerry Burrow, Yale University. 417 Best Institute. 2 p.m. (BBDMR)

Applications of Geomorphic Research to Planning Problems in